

**Position Description
Office Coordinator**

Sydney based**One year contract, full time with part time considered****Supervision: Chief Operations Officer**

Redfern Legal Centre is recruiting for an office coordinator – a diverse and varied role that will assist in the efficient and smooth running of the office, and support staff across the organisation. This role would suit someone with a passion for social justice, with high developed interpersonal and time management skills.

1. Redfern Legal Centre

Redfern Legal Centre is a non-profit community legal centre that promotes social justice and creates change. We provide free legal advice, legal services and education to people experiencing disadvantage in New South Wales. We drive innovation and change through policy and law reform work to address inequalities in the legal system, policies and social practices that cause disadvantage.

We provide effective and integrated free legal services that are client focussed, collaborative, non-discriminatory and responsive to changing community needs - to our local community as well as state-wide. Our specialist legal services focus on tenancy, credit, debt and consumer law, financial abuse, employment law, international students, First Nations justice, police accountability, and provide outreach services including through our health justice partnership.

2. Position Overview

The office coordinator will assist in the efficient running of the office/s at Redfern Legal Centre and work closely with the CEO, COO and Principal Solicitor. The office coordinator will contribute to event management, funding and fundraising management, document management, office ordering and other office administrative tasks.

This role is diverse and works across the organisation to ensure Redfern Legal Centre has efficient systems and processes to support staff. The role is office based in Redfern.

3. Position Responsibilities

- Manage the office including ordering supplies and general cleanliness.
- Assist with staff meetings and other meetings including room bookings, room set up, meeting agendas and minutes.

- Assist with funding obligations including coordination of reporting timelines and obligations.
- Assist to organise and coordinate events, workshops, training, meetings and logistics including venue booking, catering and equipment set up.
- Support the COO to code and process invoices for accounts and comply with financial processes
- Assist with fundraising activities including database management, tracking and management of donations.
- Assist to coordinate, promote and manage community legal education and stakeholder events.
- Format and finalise documents for publication.
- Manage payments for staff travel, training and other expenses.
- Assist to manage recruitment processes including interviews.
- Contribute to Redfern Legal Centre through attendance at staff meetings, contribution to board and funding reports, assistance with intake including intake supervision shifts, and contribution to the effective implementation of our Reconciliation Action Plan.

4. Knowledge, skills and experience

Essential

- Demonstrated ability to take initiative and manage competing priorities and time effectively.
- Demonstrated experience in providing high level office and administrative support.
- Sophisticated skills in Microsoft Office 365 including excel, word, powerpoint and outlook.
- Excellent interpersonal skills including highly developed written skills and the ability to work with a diverse range of staff and stakeholders.
- A commitment to the values of Redfern Legal Centre.
- Demonstrated ability to work in a team.

Desirable:

- Demonstrated commitment to social justice including through working for not-for-profit organisations or community legal centres.
- Experience in working with Microsoft Teams and sharepoint.

5. Conditions

Salary and benefits: \$75,738.56 - \$90,945.06 p.a. (pro rata for part time) depending on qualifications and experience.

Superannuation and annual leave loading are paid in addition to this and salary packaging is available, which increases the take home salary.

Redfern Legal Centre offers a 35-hour working week, time in lieu options and a paid end of year closure of two weeks (including public holidays) on top of four weeks annual leave. We prioritise staff wellbeing through external debrief supervision, a generous training and professional development budget and flexible working conditions.

6. Applications

Please apply via the link in the job advertisement, ensuring that all documents are provided or consolidated into one document.

Your application should be no more than six pages long, and must include:

- a cover letter,
- your resume; and
- must include a statement addressing the Knowledge Skills and Experience criteria in the position description.

The closing date for applications is 9am Monday 3 November 2025

Redfern Legal Centre is a diverse and inclusive workplace. We strongly encourage applications from First Nations applicants, people from diverse cultural backgrounds and people with disability.

Non-lawyers employed by Redfern Legal Centre are required to comply with s 121 of the Legal Profession Uniform Law.

Enquiries should be directed to Catherine Hewett, COO, on catherine@rlc.org.au.